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Enter **Case Number**

Click **Next**.

Select **Exhibit**, click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Note: If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Click **Next**.

Associate the pdf file of the **Exhibit** , click **Next**.

Place a check mark in the box " **Refer to Existing Event**"

Select the category to which your event relates click **Next**.

Select the appropriate event (s) to which your event relates:

Place a check mark in the box next to the document. This is how you link related documents.

Click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

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Source URL (modified on 03/17/2015 - 3:26pm):

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